



STAFFING PLANNING WORKSHEET

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Use this worksheet to plan your staffing for the Functional Team members needed for your emergency communication response. Don't forget to consider individuals from some such as State/County/local Health Department, partners, volunteers, contractors, and other government agencies.

Site Name _____

Date _____

Team / Function	Qualifications/Skills Needed	# of Staff Needed	Potential Staff Member (Contact Information)	Training Needed?
Leadership (Command and Control)	<ul style="list-style-type: none">Decision-making authorityManagement skillsSpokesperson skills			
Content and Clearance	<ul style="list-style-type: none">Senior Science OfficerSenior Administrative OfficerSenior Communications OfficerMessage Development			

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Team / Function	Qualifications/Skills Needed	# of Staff Needed	Potential Staff Member (Contact Information)	Training Needed?
Clinician Communications	<ul style="list-style-type: none">• Knowledge of clinician environment• Analytical skills			
Communication Monitoring and Research				

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Team / Function	Qualifications/Skills Needed	# of Staff Needed	Potential Staff Member (Contact Information)	Training Needed?
Government Communications				
Hotline				

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Team / Function	Qualifications/Skills Needed	# of Staff Needed	Potential Staff Member (Contact Information)	Training Needed?
Media				
Web				

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Team / Function	Qualifications/Skills Needed	# of Staff Needed	Potential Staff Member (Contact Information)	Training Needed?
Spokespersons	<ul style="list-style-type: none">• Risk communication principles• Message development• Communication skills			

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